

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C587

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RECORDS RETENTION AND DISPOSAL SCHEDULE

WICOMICO COUNTY DETENTION CENTER		JAIL
AGENCY		DIVISION
Item No.	Description	Retention
	<u>COMMISSARY</u>	
1	Commissary order forms - 8½" x 11" General Description - List the items that are sold, name, date and cell number, Balance(start) Balance (ending) and order cost.	Retain two (2) years, then destroy.
2	Inmates account sheets - 8½" x 5" General Description - name, date, debits, credits and balance	Retain two (2) years, then destroy.
3	Welfare Commissary sheets - 8½" x 11" General Description - contains name, date and place for inmates signature upon receiving welfare, also lists the items given to each inmate.	Retain two (2) years, then destroy.
4	Monthly settlement sheets - 8½" x 11" A - Commissary accounts (check book) B - Inmates accounts (check book) General Description - Balance per check book - deposits, subtotal disbursement, Balance per, Bank - outstanding check and deposits.	Retain five (5) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

6-10-87 *[Signature]* Director
Date Signature Title

7/28/87 *[Signature]*
Date State Archivist